

A Path Forward



**VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT**



Partners for Better Communities

Tracking 101

Elizabeth Boehringer

804-382-1792 (NEW NUMBER)

Elizabeth.Boehringer@dhcd.Virginia.gov

Quick Survey

- What is your familiarity with all of the tracking you are required to before you close out your project?
 - Ball of Confusion (Tracking? What Tracking?)
 - For the First Time (Have a project or two under my belt)
 - Hard Workin' Man (What can I say? I'm a pro.)

Why Do We Track?

- ▶ You need to document that:
 - ▶ The project achieved its stated CDBG National Objective;
 - ▶ It's activities and costs are eligible; and
 - ▶ The project complied with other federal and state requirements.
- ▶ Bonus: Easier annual reporting, compliance reviews and closeouts

What Do We Track?

- ▶ Financials
- ▶ Benefits
- ▶ Procurement
- ▶ Equal Opportunity
- ▶ Section 3
- ▶ Fair Housing
- ▶ Environmental Assessment
- ▶ Project Specific

CDBG Expenditures

EDI Info

Invoice Information

Budget Categories

DD #	EDI Trace #	EDI Deposit Date	Invoice #	Invoice Date	Check #	Check Date	Payee	Amount	Balance	Doc? Y/N	Admin	Owner-occupied Housing Rehab	Comments
1	81046246	3/27/2021						Starting Balance	\$10,000.00	Yes			
			100	3/12/2021	4001	3/27/2021	PDC	\$ 10,000.00	\$0.00	Yes	\$10,000.00		DHCD contract
2	81098712	5/23/2021						Starting Balance	\$29,208.35	Yes			
			101	4/9/2021	4002	05/28/21	PDC	\$ 4,154.00	\$25,054.35	Yes	\$4,154.00		Execute contracts
			102	4/9/2021	4003	05/28/21	PDC	\$ 499.75	\$24,554.60	Yes	\$499.75		Title Searches
			N/A	4/8/2021	4004	05/28/21	Termite Inspector	\$ 170.00	\$24,384.60	Yes		\$170.00	102 Main Street
			N/A	4/23/2021	4005	05/28/21	Contractor	\$ 24,384.60	\$0.00	Yes		\$24,384.60	102 Main Street

Partners for Better Communities



In Advance Tracking

Eligibility Information						
Days After CDBG \$ Arrived*	Exceeds Allowable # of Days?	CDBG Funds Drawn Down	CDBG Funds Expended	CDBG Funds Unexpended (Not to exceed \$5,000)	Local Funds Expended	Doc? Yes * EB or No**
4	NO	\$ 12,469.50	\$ 12,469.50	\$ -	\$ -	YES
18	YES w/ approval	\$ 2,771.00	\$ 2,771.00	\$ -	\$ -	YES



Non-CDBG Expenditures



Invoice \$	Invoice #	Invoice Date	Invoice Period	Check #	Check Date	Payee	Amount	Balance	Doc? Y/N	Admin	Owner-Occupied Rehab	Comments
						Starting Balance per CDBG Agreement		\$2,500.00				
\$ 256.00	3022029	11/28/2010	October 2010	77452	12/9/10	RTD	\$256.00	\$2,244.00	Yes	\$256.00		MBE/FBE Ad
\$44.00	145	11/29/2010	November 2010	77451	12/9/10	News Progress	\$44.00	\$2,200.00	Yes	\$44.00		Notice of Expl
\$208.00	M0263	2/28/2011	January 2011	77670	1/18/11	News Progress	\$208.00	\$1,992.00	Yes	\$208.00		NOI-Rrof/FONSI
\$440.06	N/A	7/20/2011	June 2011	N/A	N/A	County	\$162.03	\$1,829.97	Yes		\$162.03	Waived Bldg Permit Fee 102 Main St
\$440.06	N/A	7/20/2011	June 2011	N/A	N/A	County	\$138.24	\$1,691.73	Yes		\$138.24	Waived Bldg Permit Fee 104 Main St
\$440.06	N/A	7/20/2011	June 2011	N/A	N/A	County	\$139.79	\$1,551.94	Yes		\$139.79	Waived Bldg Permit Fee 108 Main St

Housing Rehab Benefits

PROPERTY INFORMATION										LPB (Insert 1 or 0)		STATUS (Insert 1 or 0)			MUST EQUAL TOTAL PERSONS										HOUSEHOLD DATA								
#	PROPERTY ADDRESS	PROPERTY OWNER'S NAME	TENANT'S NAME	Occupancy Status	Completed	Application Approved	TYPE OF WORK (Rehab, SR, Mobile Home, Demo, etc.)	Housing # of Units	Constructed before 1978?	Exempt+	LWSP Observed?	Interim Controls Observed?	0-30% Extremely Low-Income Persons	31-50% Very Low-Income Persons	51-80% Low-Income (LMI) Persons	Non-LMI Persons	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	American Indian or Alaska Native AND White	Asian AND White	Black or African American AND White	American Indian or Alaska Native AND Black or African American	Balance of Persons Rptg More than One Race	Total Persons in Household (HH)	# in HH Hispanic or Latino	# In HH If LMI	Female-headed HH? If yes, insert 1*	Elderly HH? If yes, insert 1**	Disabled HH? If yes, insert 1***	
Completed																																	
1	102 Main Street	Andrew Garcia	Roger Moore	Owner-Occupied	1	1	Rehab	1	0	1	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	1	0	1	0	0	0	0	
2	104 Main Street	Nick Tesla	NA	Owner-Occupied	1	1	SR	1	1	0	1	1	0	0	1	0	0	0	0	0	1	0	0	0	0	1	0	1	0	0	0	0	
Under Construction																																	
3	214 Pine Street	Mary Seacote	Daniela Craig	Investor-Owned	1	1	Rehab	1	0	1	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0	0	0	0	
Applications Bid out/Bid opening 7/6																																	
5	216 Main Street	Ida Wells	Ed Murrow	Investor-Owned		1	Rehab	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	1	0	1	0	0	
Applications Approved																																	
6	217 Main Street	A. Earlhart	Jimmy Doolittle	Investor-Owned		1	Rehab	1	1	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	1	0	1	0	0	0	0	
TOTALS					3	5		5	3	2	1	1	3	0	1	0	0	0	2	0	3	0	0	0	0	5	0	5	0	1	0	0	

Infrastructure Benefits



PROPERTY INFORMATION				LMI STATUS (Insert 1 or 0)				MUST EQUAL TOTAL PERSONS						HOUSEHOLD DATA										
Map #	PROPERTY ADDRESS	PROPERTY OWNER'S NAME	TYPE OF WORK (Sewer, Water, Streets, Storm drainage, etc)	# of Housing Units	0-30% Extremely Low-Income Persons	31-50% Very Low-Income Persons	51-80% Low-Income (LMI) Persons	Non-LMI Persons	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	American Indian or Alaska Native AND White	Asian AND White	Black or African American AND White	American Indian or Alaska Native AND Black or African American	Balance of Persons Rptg More than One Race	Total Persons in Household (HH)	# in HH Hispanic or Latino	# In HH If LMI	Female-headed HH? If yes, insert 1*	Elderly HH? If yes, insert 1**	Disabled HH? If yes, insert 1***

Procurement

#	ITEMIZED COSTS	COST EST	ABC Construction	John Smith & Sons	XYZ Bldrs	Mason & Daughter	
1	Base (Contract #1)	\$74,500.00	\$75,000.00	\$73,000.00	\$74,900.00	NO BID	
2	Exceptions (Contract 2-rehabs only)						
a	Bathroom (rehabs only)						
b	Well or Water Connections						
c	Septic or Sewer Connection						
d	Accessibility Features						
e	Additional Bedroom(s)						
f	Floodproofing Measures						
g	Permit Fees						
h	Soil Evaluations						
i	Property Surveys						
	Exceptions Subtotal	\$0.00					
3	Demolition (Contract #2 Substantials Only)	\$5,000.00	\$6,000.00	\$5,500.00	\$9,000.00		
4	Asbestos Removal (Contract #3)	\$1,500.00	\$2,000.00	\$1,000.00	\$1,500.00		
	TOTAL	\$81,000.00	\$83,000.00	\$79,500.00	\$85,400.00	#VALUE!	\$0.00
	% of Cost Estimate		102%	98%	105%		

Equal Opportunity Activities



CONSTRUCTION CONTRACTS**

	HOUSEHOLD OR PROPERTY OWNER'S NAME	PROPERTY ADDRESS	CONTRACTOR'S NAME	CONTRACTOR'S LOCATION	AWARD DATE	CONTRACT AMOUNT++	SECTION 3 BUSINESS*	MINORITY-OWNED BUSINESS	FEMALE-OWNED BUSINESS	NOTES	
<i>CDBG-funded Construction Contracts</i>											
1	Andrew Garcia	102 Main Street	ABC Construction		5/18/2020	\$ 74,300.00	\$ -	\$ 74,300.00	\$ -	O-O Rehab	
2	Nick Tesla	104 Main Street	Miller and Son Contracting		2/16/2021	\$ 89,565.00	\$ -	\$ 89,565.00	\$ -	SR	
3	Nick Tesla	104 Main Street	Knock 'Em Down		2/16/2021	\$ 15,025.00	\$15,025.00		\$ -	Demo/Asbestos	
4	Mary Seacote	214 Pine Street	ABC Builders		2/16/2021	\$ 13,650.00	\$ -	\$ 13,650.00	\$ -	I-O Rehab	
			Mason and Daughter		12/29/2020	\$ 350,000.00	\$ -		\$350,000.00	Sewer	
5	Ida Mills	216 Pine Street								I-O Rehab	
6	A. Earhart	217 Main Street								I-O Rehab	
			Subtotal				\$ 542,540.00	\$ 15,025.00	\$ 177,515.00	\$ 350,000.00	
			Local (Section 3) Business percentage (10% goal)					2.77%			
			Total minority- & female-owned businesses							\$527,515.00	
<i>IPR or Non-CDBG Construction Contracts</i>											

What's New in Section 3 Reporting?

- Total number of labor hours have to be reported for each activity.
- You have to document and report on your Section 3 activities now only as part of the closeout process. Common activities include:
 - Conduct outreach efforts to identify Section 3 businesses and secure bids from Section 3 businesses,
 - Provide technical assistance to Section 3 businesses so they understand and bid on contracts,
 - Breakup contracts to encourage Section 3 businesses to bid.

Fair Housing Activities

FAIR HOUSING ACTIVITY			
DATE	DESCRIPTION OF ANNUAL ACTIVITY	ATTENDEE(S), INTENDED AUDIENCE, AND/OR SIGNATORY	Doc? Y or N
2018	Updated and made available Fair Housing brochure at Town Hall and Town Manager's Office	General Public	Yes
2019	Resolution supporting VA's FH laws passed on 12-04-18	BOS	Yes
March 2020	Placed copies of The Color of Law book in Blackwater Regional Library along with an accompanying resolution	General Public	Yes
May 2021	Updated and reposted Fair Housing information on Town's website	General Public	Yes



Virginia Fair Housing Law

The Town of Smithfield is committed to fostering compliance with all applicable [federal](#) and [state](#) fair housing laws, rules, and regulations. According to these standards, you cannot be discriminated against according to race, religion, national origin, color, sex, familial status, disability, source of funds, sexual orientation, gender identity, veteran status, or elderliness. The Town of Smithfield's goal in this respect is to increase awareness through education and community involvement.

For more information on your fair housing rights, or if you feel your rights have been violated, please call 1-(804)-367-8530 or 1-(888)-551-3247, or email fairhousing@dpor.virginia.gov to submit a [housing discrimination complaint form](#). Additionally, the [Virginia Fair Housing Office website](#) is a great resource for all Virginians.

If you click on the image below, it will take you to a presentation prepared by Town staff on the topic of fair housing.



Environmental Assessment

Environmental Assessment			
DATE	DESCRIPTION OF ANNUAL ACTIVITY	SIGNATORY	Doc? Y or N
	Original ERR/EA		
	Annual Re-evaluation of EA		
	Annual Re-evaluation of EA		
The conclusions of the original Environmental Assessment (EA) must be re-evaluated when:			
	- significant changes are made to the original project;		
	- annually regardless if any significant changes have been made; and		
	- prior to a Multi-Year 2 contract being executed.		

Shameless Marketing Plug

- Federal labor standards training on May 4, 11, and 25
- Acquisition and permanent relocation training on September 14
- What do you want to see covered? Chat, email or follow-up survey.

- In the meantime,
 - DHCD website's CDBG Training Archive,
 - HUD Exchange website (www.hudexchange.info),
 - Your Community Development Specialist, and
 - Me.

Questions?



- **Elizabeth Boehringer | Richmond Office**
- Community Development Specialist
- elizabeth.boehringer@dhcd.virginia.gov
- 804.382.1792